
*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Title:	Operations Manager
Location:	Grand Rapids, Michigan
Closing Date:	June 30, 2016 (close of business)
Salary Range*:	CL 28 to CL 29 (\$56,797 - \$109,801)

**Starting salary dependent upon qualifications & experience.
Promotion potential to CL 29 without further competition.*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Operations Manager position.

Position Overview

The Operations Manager performs professional and managerial work related to supervision and oversight, operations management, case management and operations support. The incumbent oversees four offices (Grand Rapids, Lansing, Kalamazoo and Marquette), which includes all aspects of case administration and court programs, such as attorney admissions, naturalization, CVB, ADR and records management. The Operations Manager ensures compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent also coordinates work of operations with that of other stakeholders and provides advice on complex matters to staff, supervisors, managers, unit executives and judges. The Operations Manager is part of the court's senior management team and reports to the Chief Deputy Clerk. Travel within or outside the district to attend meetings, conferences or training is required. Regular frequent travel to divisional offices is also required. Performs other duties as assigned.

Education and Qualifications

Bachelor's degree, from an accredited college or university, is preferred. Applicants must have five (5) years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (1) skill in developing the interpersonal work relationships needed to lead a team of employees, (2) the ability to exercise mature judgment, and (3) knowledge of the basic concepts, principles and theories of management, and the ability to understand the managerial policies applicable to the judiciary. (Applicants must also have at least one year of experience at the next lower grade level or its equivalent.)

The successful candidate must be a leader, a motivator, highly organized and maintain a professional demeanor at all times. The successful candidate must have experience working in an electronic environment

with various technologies to accomplish work tasks; the ability to communicate effectively (orally and in writing) with individuals and groups to provide operational information in an understandable format; expertise in dealing with others in person-to-person work relationships; and strong organizational, analytical and project management skills. Experience in the federal courts is preferred, but not required.

Benefits

Employees of the U.S. District Court have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental and vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program. For additional information about employment with the federal courts, please visit www.uscourts.gov/careers.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. The selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, with periodic updates every five years thereafter. Appointment is provisional and contingent upon successful completion of an FBI background investigation. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees that is available to applicants for review at the court's web site at www.miwd.uscourts.gov.

How to Apply

For consideration, qualified applicants must provide the following:

- a letter of interest that describes how their previous experience has prepared them for this position, elaborates on any of the qualifications they may have and includes a sentence identifying the job source used to locate this announcement;
- a detailed resume;
- official or unofficial college transcript(s);
- contact information for three professional references; and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.

Incomplete or late applications will not be considered. **Required documents can be sent via mail or email and must be received by 4:30 p.m. on June 30, 2016.** If sending via email, please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov. If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503.

EQUAL OPPORTUNITY EMPLOYER